



State of New Hampshire
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
DIVISION OF TECHNICAL PROFESSIONS
FAMILY MEDIATOR CERTIFICATION BOARD

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JOSEPH G. SHOEMAKER
Director



STANDING ORDER

AUTHORITY FOR STAFF TO REVIEW AND APPROVE RENEWAL APPLICATIONS

Pursuant to RSA 328-C:8-I, the Family Mediator Certification Board (“Board”) shall issue a license upon payment of the renewal fee established by the Board, to any applicant who, in the opinion of the Board, has satisfactorily met all the requirements of this subdivision. Additionally, RSA 541-A:29, II(a) requires an agency “Within a reasonable time, not to exceed 60 days, after receipt of the application...approve or deny the application...”

Further, RSA 328-C:8-I, Fam 402.04 and Fam 402.05 lists the requirements for certification renewal as a Family Mediator, as well as the reasons an applicant may be denied licensure if the Board determines the applicant is not of good professional character.

The Board traditionally meets every month in a public meeting to review recently received renewal applications as well as conducting other Board business. In order to more timely review applications, the Board takes the following action.

By Motion and Approval of the Board:

- The Board recognizes the necessity of timely reviews and action of renewal applications.
- The Board recognizes that staff currently reviews all applications for completeness and meeting or exceeding renewal requirements.
- The Board recognizes its responsibility to determine whether an applicant is not of good professional character based on reasons identified in RSA 328-C:8-I, Fam 402.04 and Fam 402.05.
- Therefore, the Board hereby authorizes the Board Administrator for the Family Mediator Certification Board or the Division Director of Licensing for the Office of Professional Licensure and Certification, or designee to act in accordance with this Standing Order until such time the order terminates or expires.
- The Board authorizes the review and approval of any applicant who meets licensing requirements and does not have a criminal history or other reported incident that would question the applicant’s good professional character.

- The Board shall review at their next scheduled meeting, and within the timeframe pursuant to RSA 541-A:29, II(a), any applicant whose good professional character is in question.
- This Standing Order shall terminate bi-annually from the date of approval unless renewed or other appropriate action taken by the Board.

Date: 11/2/2021

By Order of the Board;



Fran Lane

Family Mediator Certification Board